ST/SGB/Staff Rules/2/Rev.7/Amend.1
20 November 1991

SECRETARY-GENERAL'S BULLETIN

To: Members of the staff

Subject: STAFF RULES

1. Staff rules 200.1 to 212.7, applicable to staff members specifically recruited for service with technical cooperation projects, published in document ST/SGB/Staff Rules/2/Rev.7 and Corr.1, are hereby amended as described below.

2. The main purpose of the present amendment is to reflect the decisions adopted by the General Assembly in its resolutions 44/198 of 21 December 1989 and 45/241 of 21 December 1990 on the recommendation of the International Civil Service Commission, as described in paragraphs 3 to 18 below. Except as otherwise provided, and subject to paragraph 19 below, these changes are effective 1 July 1990, as previously announced in project personnel circular ST/IC/P/1990/1 of 27 February 1990.

3. Rule 200.1, applicability, subparagraph (a) (i), is amended to reflect the replacement of the assignment allowance by the mobility and hardship allowance.

4. Rule 203.5, post adjustment, paragraphs (a) (i) and (ii), (b) and (d), is amended to reflect a new method of calculation of the post adjustment and to clarify the procedure regarding currency of payment.

5. Rule 203.8, education grant, paragraphs (d), (e), (j) and (l), is amended to reflect increases in the amounts reimbursable for education grant purposes, to indicate in which cases the grant may be established in the local currency, and to establish the additional amount reimbursable for boarding costs at designated duty stations, limited to the primary and secondary levels.

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6. Rule 203.9, daily subsistence allowance, paragraphs (c) and (d), is amended to reflect more clearly the system of reduction of the daily subsistence allowance after certain periods and to replace the assignment allowance and the installation grant by two new entitlements, the mobility and hardship allowance and the assignment grant.

7. Rule 203.10, installation, is replaced by a new rule, entitled "Assignment grant".

8. Rule 203.11, assignment allowance, is replaced by a new rule, entitled "Mobility and hardship allowance".

9. Rule 203.12, extension of tour of duty, is amended to reflect the incorporation of the new rules on assignment grant and mobility and hardship allowance.

10. Rule 205.2, home leave, paragraphs (a) and (e) are amended to make the rule consistent with staff rule 207.2 (b) and to reflect the establishment of the mobility and hardship allowance, which replaces, inter alia, the entitlement to home leave every 18 months.

11. Rule 207.3, travel expenses, paragraph (a), is amended in order to make its provisions consistent with the introduction of the assignment grant.

12. Rule 207.15, terminal expenses, paragraph (a), is amended to remove matters of detail that belong more appropriately in an administrative issuance.

13. Rule 209.5, termination indemnity, paragraph (b), is amended to reflect the modification in the method of calculating separation payments and to set out a transitional measure.

14. Rule 209.8, conditions governing payment of repatriation grant, paragraph (g), is amended to reflect the modification in the method of calculating separation payments and to set out a transitional measure.

15. Rule 209.9, commutation of accrued annual leave, is amended to reflect the modification in the method of calculating separation payments.

16. Rule 209.11, last day for pay purposes, subparagraph (a) (v), is amended to reflect the modification in the method of calculating separation payments and to set out a transitional measure.

17. Appendix I is amended to reflect changes in the salary scales, the scale for computing separation payments and the scale of pensionable remuneration.

18. Appendix III (rule 211.1), which reproduces rules 111.1 and 111.2, is amended to incorporate a revision to rule 111.2 (1), which refers to requests for production of records of the appointment and promotion bodies by the Joint Appeals Board panels.

19. These amendments shall be provisional until the requirements of staff regulations 12.3 and 12.4 are met.

20. Staff regulations 3.2, 3.3, 3.4, 5.3 and 9.5 and annexes I, III and IV to the Staff Regulations, as amended by the General Assembly, are also included in the present amendment to the Staff Rules.

21. New pages 2, 9, 10, 12, 14, 15, 18-24, 29-31, 40, 47, 57, 59-63, 70-73a, 78, 80-83 and 89 are transmitted herewith for insertion in the Staff Rules.

Javier PEREZ DE CUELLAR
Secretary-General

STAFF REGULATIONS OF THE UNITED NATIONS

Scope and purpose

The Staff Regulations embody the fundamental conditions of service and the basic rights, duties and obligations of the United Nations Secretariat. They represent the broad principles of personnel policy for the staffing and administration of the Secretariat. The Secretary-General, as the chief administrative officer, shall provide and enforce such staff rules consistent with these principles as he considers necessary.

STAFF RULES APPLICABLE TO TECHNICAL
ASSISTANCE PROJECT PERSONNEL

Applicability and definitions

Rule 200.1

Applicability

(a) Staff rules 200.1 to 212.7 are applicable to all project personnel appointed by the Secretary-General for service with technical assistance projects, except that:

(i) Project personnel appointed as interregional, regional and technical advisers shall be subject to staff rules 103.22 on mobility and hardship allowance, 107.21 on excess baggage and unaccompanied shipments, 107.22 on insurance and 107.27 on removal costs in lieu of rules 203.11 on mobility and hardship allowance, 207.20 on excess baggage and unaccompanied shipments and 207.21 on insurance;

(ii) Staff members appointed under staff rules 101.1 to 112.8 who are detailed to technical assistance projects for service of less than twelve months shall be subject to rules 203.9 on daily subsistence allowance and 203.12 on extension of tour of duty in addition to rules 101.1 to 112.8;

(iii) Staff members appointed under staff rules 101.1 to 112.8 who are assigned to technical assistance projects for service of twelve months or more shall be subject to rule 203.1 on salaries and related allowances in addition to rules 101.1 to 112.8.

(b) Individuals who are specifically recruited to serve with technical assistance projects in the General Service category shall be appointed under staff rules 101.1 to 112.8.

(c) Individuals who are recruited for service with a Government under the technical assistance programme for the provision of operational, executive and administrative personnel (OPEX/OPAS) shall be governed by the terms of their contracts.

(d) Individuals engaged on special service agreements for service with technical assistance projects shall be governed by the terms of their agreements.

(e) Associate experts provided by Governments to serve with project personnel under bilateral agreements between the United Nations and Governments shall be governed by the terms of such agreements and the terms of their letters of appointment.

Article III

SALARIES AND RELATED ALLOWANCES

Regulation 3.1: Salaries of staff members shall be fixed by the Secretary-General in accordance with the provisions of annex I to the present Regulations.

Regulation 3.2: (a) The Secretary-General shall establish terms and conditions under which an education grant shall be available to a staff member serving outside his or her recognized home country whose dependent child is in full-time attendance at a school, university, or similar educational institution of a type that will, in the opinion of the Secretary-General, facilitate the child's reassimilation in the staff member's recognized home country. The grant shall be payable in respect of the child up to the end of the fourth year of post-secondary studies or the award of the first recognized degree, whichever is the earlier. The amount of the grant per scholastic year for each child shall be 75 per cent of the first $11,000 of admissible educational expenses, up to a maximum grant of $8,250. Travel costs of the child may also be paid for an outward and return journey once in each scholastic year between the educational institution and the duty station, except that in the case of staff members serving at designated duty stations where schools do not exist that provide schooling in the language or in the cultural tradition desired by staff members for their children, such travel costs may be paid twice in the year in which the staff member is not entitled to home leave. Such travel shall be by a route approved by the Secretary-General, but not in an amount exceeding the cost of such a journey between the home country and the duty station.

(b) The Secretary-General shall also establish the terms and conditions under which, at designated duty stations, an additional amount of 100 per cent of boarding costs up to $3,000 a year may be paid in respect of children in school attendance at the primary and secondary levels.

(c) The Secretary-General shall also establish terms and conditions under which an education grant shall be available to a staff member serving in a country whose language is different from his or her own and who is obliged to pay tuition for the teaching of the mother tongue to a dependent child attending a local school in which the instruction is given in a language other than his or her own.

(d) The Secretary-General shall also establish terms and conditions under which an education grant shall be available to a staff member whose child is unable, by reason of physical or mental disability, to attend a normal educational institution and therefore requires special teaching or training to prepare him or her for full integration into society or, while attending a normal educational institution, requires special teaching or training to assist him or her in overcoming the disability. The amount of this grant per year for each disabled child shall be equal to 100 per cent of the educational expenses actually incurred, up to a maximum of $11,000.

(e) The Secretary-General may decide in each case whether the education grant shall extend to adopted children or stepchildren.

Regulation 3.3: (a) An assessment at the rates and under the conditions specified below shall be applied to the salaries and such other emoluments of staff members as are computed on the basis of salary, excluding post adjustments, provided that the Secretary-General may, where he deems it advisable, exempt from the assessment the salaries and emoluments of staff members engaged at locality rates;

(b) (i) The assessment shall be calculated at the following rates for staff members whose salary rates are set forth in paragraphs 1 and 3 of annex I to the present Regulations:

Assessment

(In percentages)

Total assessable payments (United States dollars)	Staff assessment rates for purposes of pensionable remuneration and pensions
First $15 000 per year	4
Next $10 000 per year	20
Next $10 000 per year	25
Next $20 000 per year	29
Next $20 000 per year	32
Next $20 000 per year	35
Next $30 000 per year	37
Remaining assessable payments	39

Total assessable payments (United States dollars)	Staff assessment rates used in conjunction with gross base salaries and the gross amounts of separation payments	
	Staff member with a dependent spouse or a dependent child	Staff member with neither a dependent spouse nor a dependent child
First $15 000 per year	13.0	17.5
Next $ 5 000 per year	31.0	34.3
Next $ 5 000 per year	34.0	38.6
Next $ 5 000 per year	37.0	41.9
Next $ 5 000 per year	39.0	43.9
Next $10 000 per year	41.0	46.0
Next $10 000 per year	43.0	48.6
Next $10 000 per year	45.0	50.4
Next $15 000 per year	46.0	50.6
Next $20 000 per year	47.0	54.1
Remaining assessable payments	48.0	57.0

(ii) The assessment shall be calculated at the following rates for staff members whose salary rates are established under paragraph 7 of annex I to the present Regulations:

Total assessable payments (United States dollars)	Assessment (percentage)
First $2 000 per year	11
Next $2 000 per year	14
Next $2 000 per year	17
Next $2 000 per year	20
Next $4 000 per year	22
Next $4 000 per year	24
Next $4 000 per year	26
Next $6 000 per year	28
Next $6 000 per year	30
Next $6 000 per year	32
Next $8 000 per year	34
Remaining assessable payments	36

(iii) The Secretary-General shall determine which of the scales of assessment set out in subparagraphs (i) and (ii) above shall apply to each of the groups of personnel whose salary rates are established under paragraph 6 of annex I to the present Regulations;

(iv) In the case of staff members whose salary scales are established in currencies other than United States dollars, the relevant amounts to which the assessment applies shall be fixed at the local currency equivalent of the above-mentioned dollar amounts at the time the salary scales of the staff members concerned are approved;

(c) In the case of a person who is not employed by the United Nations for the whole of a calendar year or in cases where there is a change in the annual rate of payments made to a staff member, the rate of assessment shall be governed by the annual rate of each such payment made to him or her;

(d) The assessment computed under the foregoing provisions of the present regulation shall be collected by the United Nations by withholding it from payments. No part of the assessment so collected shall be refunded because of cessation of employment during the calendar year;

(e) Revenue derived from staff assessment not otherwise disposed of by specific resolution of the General Assembly shall be credited to the Tax Equalization Fund established by General Assembly resolution 973 A (X);

(f) Where a staff member is subject both to staff assessment under this plan and to national income taxation in respect of the salaries and emoluments paid to him or her by the United Nations, the Secretary-General is authorized to refund to him or her the amount of staff assessment collected from him or her provided that:

(i) The amount of such refund shall in no case exceed the amount of his or her income taxes paid and payable in respect of his or her United Nations income;

(ii) If the amount of such income taxes exceeds the amount of staff assessment, the Secretary-General may also pay to the staff member the amount of such excess;

(iii) Payments made in accordance with the provisions of the present regulation shall be charged to the Tax Equalization Fund;

(iv) A payment under the conditions prescribed in the three preceding subparagraphs is authorized in respect of dependency benefits and post adjustments, which are not subject to staff assessment but may be subject to national income taxation.

Regulation 3.4: (a) Staff members whose salary rates are set forth in paragraphs 1 and 3 of annex I to the present Regulations shall be entitled to receive dependency allowances as follows:

(i) At $1,050 a year for each dependent child, except that the allowance shall not be paid in respect of the first dependent child if the staff member has no dependent spouse, in which case the staff member shall be entitled to the dependency rate of staff assessment under subparagraph (b) (i) of regulation 3.3;

(ii) At $2,100 for each disabled child. However, if the staff member has no dependent spouse and is entitled to the dependency rate of staff assessment under subparagraph (b) (i) of regulation 3.3 in respect of a disabled child, the allowance will be $1,050 for that child;

(iii) Where there is no dependent spouse, a single annual allowance of $300 a year for either a dependent parent, a dependent brother or a dependent sister;

(b) If both husband and wife are staff members, one may claim, for dependent children, under subparagraph (a) (i) and (ii) above, in which case the other may claim only under subparagraph (a) (iii) above, if otherwise entitled;

(c) With a view to avoiding duplication of benefits and in order to achieve equality between staff members who receive dependency benefits under applicable laws in the form of governmental grants and staff members who do not receive such dependency benefits, the Secretary-General shall prescribe conditions under which the dependency allowance for a child specified in subparagraph (a) (i) above shall be payable only to the extent that the dependency benefits enjoyed by the staff member or his or her spouse under applicable laws amount to less than such a dependency allowance;

(d) Staff members whose salary rates are set by the Secretary-General under paragraph 6 or paragraph 7 of annex I to the present Regulations shall be entitled to receive dependency allowances at rates and under conditions determined by the Secretary-General, due regard being given to the circumstances in the locality in which the office is located;

(e) Claims for dependency allowances shall be submitted in writing and supported by evidence satisfactory to the Secretary-General. A separate claim for dependency allowances shall be made each year.

Chapter III

SALARIES AND RELATED ALLOWANCES

Rule 203.1

Salaries and related allowances

(a) Salaries of project personnel shall be fixed by the Secretary-General in accordance with the salary scales set out in appendix I to the present rules.

(b) Project personnel who are loaned to the United Nations on a reimbursable or non-reimbursable basis and who are not paid a salary directly by the United Nations may be given a monthly honorarium up to the equivalent of the monthly gross salary of the lowest level and step of project personnel specified in appendix I, subject to staff assessment under rule 203.4.

(c) Project personnel shall not be entitled to compensation for overtime work.

Rule 203.2

Salary increments

Upon completion of one year's continuous satisfactory service at the same salary rate, the salaries of project personnel in intermediate-term or long-term status whose appointments will continue for at least one month beyond this period shall be increased by a one-step salary increment, provided that the period of satisfactory service required for increments above step IV of level 6 shall be two years. The amount of salary increment for each level shall be in accordance with the schedule contained in rule 203.1.

Rule 203.3

Currency of salary payments

(a) The salary and allowances of project personnel under the present rules shall be paid in the currency specified by the Secretary-General.

(b) A portion of the salary and dependency allowances of project personnel in intermediate-term or long-term status shall normally be paid in the currency of the country of the duty station and the remainder in one other currency.

(c) The rates of exchange for the conversion of currencies shall be those established by the Secretary-General and applicable on the date of payment.

Rule 203.4

Staff assessment plan

(a) Salaries and emoluments of project personnel shall be subject to the Staff Assessment Plan under the conditions specified in staff regulation 3.3 and this rule.

(b) The rates of staff assessment for project personnel shall be those set forth in staff regulation 3.3 (b) (i), except that project personnel in short-term status shall be governed only by the rates applicable to staff without dependants.

(c) The dependency rates of staff assessment under staff regulation 3.3 (b) (i) shall apply to project personnel in intermediate-term or long-term status when:

(i) The individual's spouse is recognized as a dependant under rule 203.7; or

(ii) The individual provides substantial and continuing support to one or more of his or her children.

(d) Where the salaries of both husband and wife are subject to the staff assessment rates set forth in staff regulation 3.3 (b) (i), and taking into account rule 204.7, staff assessment shall apply to each at the single rate. If they have a dependent child or children, the dependency rate shall apply to the spouse having the higher salary level and the single rate to the other spouse.

Rule 203.5

Post adjustment

(a) (i) Post adjustments under paragraph 9 of annex I to the Staff Regulations shall be applied in accordance with subparagraph (ii) below in the case of project personnel assigned to a duty station for one year or more, or in accordance with rule 203.9 (d). Post adjustments shall not be applied to salaries of project personnel in short-term status.

(ii) The amount of post adjustment for each level and step of project personnel shall be determined for each duty station by applying the multiplier of the post adjustment classification for the duty station to 1 per cent of the corresponding net base salary rates.

(b) Post adjustments which are additions to salary shall be paid in accordance with the arrangements established with regard to currency of payment of salaries and allowances of internationally recruited staff, as approved by the Secretary-General.

(c) (Cancelled)

(d) Project personnel who are entitled to salary at the dependency rate shall be paid post adjustment on the basis of such salary regardless of where the dependants reside.

(e) At duty stations where the average rental cost used in calculating the post adjustment index is based on the cost of housing provided by the United Nations, by the Government or by a related institution, project personnel who have to rent housing accommodation at substantially higher commercial rates will be paid a supplement to the post adjustment in the form of a rental subsidy under conditions established by the Secretary-General. When project personnel are provided with housing free of charge or at rents lower than the average rental cost used in calculating the post adjustment index for the duty station, a deduction will be made from their monthly salaries under conditions established by the Secretary-General.

(f) Where both husband and wife are employed by the United Nations, and taking into account rule 204.7, post adjustment shall be paid to each at the single rate unless they have a dependent child or children. In that case, the dependency rate of post adjustment shall be paid to the spouse having the higher salary level and the single rate of post adjustment to the other spouse.

Rule 203.6

Salaries and emoluments subject to staff assessment

For the purpose of rule 203.4, "salaries and emoluments" subject to staff assessment shall mean:

(i) Salary or honorarium under rule 203.1;

(ii) Payments upon separation, including termination indemnity, payment for accrued annual leave and repatriation grant;

(iii) Compensation equivalent to salary and allowances under rule 206.5.

Rule 203.7

Dependency allowances

(a) Project personnel in intermediate-term or in long-term status shall be entitled to receive dependency allowances at the rates provided in staff regulation 3.4 (a) (i) and (ii).

(b) For the purpose of the Staff Regulations and Staff Rules:

(i) A dependent spouse shall be a spouse whose occupational earnings, if any, do not exceed the lowest entry le el of the United Nations General Services gross salary scales in force on 1 January of the year concerned for the duty station in the country of the spouse's place of work, provided that the amount shall not at any duty station be less than the equivalent of the lowest entry level at the base of the salary system (G-2, step I, for New York);

(ii) A "dependent child" shall be an individual's natural or legally adopted child, or an individual's step-child, if residing with the individual, under the age of eighteen years or, if the child is in full-time attendance at a school or university (or similar educational institution), under the age of twenty-one years, for whom the individual provides main and continuing support. The Secretary-General shall establish special conditions under which other children, who fulfil the age, school attendance and support requirements indicated above, may be regarded as dependent children of an individual. If a child over the age of eighteen years is physically or mentally incapacitated for substantial gainful employment either permanently or for a period expected to be of long duration, the requirements as to school attendance and age shall be waived. An individual claiming a child as dependent must certify that he or she provides main and continuing support. This certificate must be supported by documentary evidence satisfactory to the Secretary-General if a child:

a. Does not reside with the individual because of divorce or legal separation of the individual;

b. Is married; or

c. Is regarded as a dependant under the special conditions referred to above;

(iii) Subject to the provisions of staff regulation 3.4 (a) (i), the full amount of the dependency allowance provided under that regulation in respect of a dependent child shall be payable, except where the individual or his or her spouse receives a direct governmental grant in respect of the same child. Where such a governmental grant is made, the dependency allowance payable under this rule shall be the amount by which the governmental grant is less than the rate of the allowance set out in staff regulation 3.4 (a) (i);

(iv) A secondary dependant shall be the father, mother, brother or sister of whose financial support the individual provides one half or more, and in any case at least twice the amount of the dependency allowance, provided that the brother or sister fulfils the same age and school attendance requirements established for a dependent child. If the brother or sister is physically or mentally incapacitated for substantial gainful employment either permanently or for a period expected to be of long duration, the requirements as to school attendance and age shall be waived;

(v) A dependency allowance shall be paid in respect of not more than one dependent parent, brother or sister; such payment shall not be made when dependency benefit is being paid for a spouse.

(c) Payment of dependency allowance shall be made only in respect of the period during which the circumstances giving rise to the claim obtain.

(d) Claims for dependency allowances shall be submitted in writing and supported by evidence satisfactory to the Secretary-General. A separate claim for dependency allowances shall be made each year.

Rule 203.8

Education grant

Definitions

(a) For the purposes of this rule:

(i) "Child" means a child of an individual who is dependent upon that individual for main and continuing support. "Disabled child" means a child who is unable, by reasons of physical or mental disability, to attend a normal educational institution and therefore requires special teaching or training to prepare him or her for full integration into society or, while attending a normal educational institution, requires special teaching or training to assist him or her in overcoming the disability;

(ii) "Home country" means the country of home leave of project personnel under rule 205.2;

(iii) "Duty station" means the country, or area within commuting distance notwithstanding national boundaries, where the project personnel are serving.

Eligibility

(b) Project personnel in intermediate-term or long-term status, whose duty station is outside the home country, shall be entitled to an education grant in respect of each child in full-time attendance at a school, university or similar educational institution. If such project personnel are reassigned to a duty station within their home country, they may receive the education grant for the balance of a school year, not exceeding one full school year after their return from expatriate service. The grant shall not, however, be payable in respect of:

(i) Attendance at a kindergarten or nursery school at the pre-primary level;

(ii) Attendance at a free school or one charging only nominal fees at the duty station;

(iii) (Cancelled)

(iv) Correspondence courses, except those which in the opinion of the Secretary-General are the best available substitute for full-time attendance at a school of a type not available at the duty station;

(v) Private tuition, except tuition in a language of the home country at duty stations where satisfactory school facilities for learning that language are not available;

(vi) Vocational training or apprenticeship which does not involve full-time schooling or is of a kind under which the child receives a payment for services rendered.

(c) (i) The grant shall be payable up to the end of the school year in which the child completes four years of post-secondary studies or is awarded the first recognized degree, whichever is the earlier;

(ii) The grant will not normally be payable beyond the school year in which the child reaches the age of twenty-five years. If the child's education is interrupted for at least one school year by national service, illness or other compelling reasons, the period of eligibility shall be extended by the period of interruption.

Amount of the grant

(d) In the case of attendance at an educational institution outside the duty station, the amount of the grant shall be:

(i) Where the institution provides board for the child, 75 per cent of the allowable costs of attendance and of the cost of board up to $11,000 a year, with a maximum grant of $8,250 a year;

(ii) Where the institution does not provide board, $2,450 plus 75 per cent of the allowable costs of attendance up to $7,733 a year, with a maximum grant of $8,750 a year.

However, in the case of project personnel serving at designated duty stations, 100 per cent of boarding costs up to $3,000 a year may be reimbursed in respect of attendance at the primary or secondary levels, as an amount additional to the maximum grant of $8,750 a year.

(e) In the case of attendance at an educational institution at the duty station:

(i) The amount of the grant shall be 75 per cent of the cost of attendance up to $11,000 a year, with a maximum grant of $8,250 a year;

(ii) Where such an educational institution is located beyond commuting distance from the area where the staff member is serving and, in the opinion of the Secretary-General, no school in that area would be suitable for the child, the amount of the grant shall be calculated at the same rates as specified in paragraph (d) above.

(f) Where attendance is for less than two thirds of the scholastic year, the amount of the grant for that year shall be that proportion of the grant otherwise payable which the period of attendance bears to the full scholastic year.

(g) Where the period of service does not cover the full scholastic year, the amount of the grant for that year shall normally be that proportion of the grant otherwise payable which the period of service bears to the full scholastic year.

Tuition of the mother tongue

(h) The Secretary-General will decide in each case whether the education grant shall be paid for tuition of the mother tongue under the second paragraph of regulation 3.2 (c).

Claims

(i) Claims for education grant shall be submitted in writing and supported by evidence satisfactory to the Secretary-General. Payment under this rule shall normally be made in the actual currency of expenditure.

Establishment of the grant in local currency

(j) When the educational expenses are incurred in countries especially designated by the Secretary-General, the amounts set out in paragraphs (d) and (e) above shall be established in local currency.

Special education grant for disabled children

(k) A special education grant for disabled children shall be available to project personnel, regardless of whether or not they are serving in their home country, provided that they have an appointment of one year or longer or have completed one year of continuous service.

(l) The amount of the grant shall be 100 per cent of the educational expenses actually incurred up to a maximum grant of $11,000 a year. If the disabled child is eligible for the regular education grant, the total amount payable under the two types of grant shall not exceed $11,000 a year. "Educational expenses" reimbursable under the special education grant shall comprise the expenses incurred to provide an educational programme designed to meet the needs of the disabled child in order that he or she may attain the highest possible level of functional ability.

(m) The grant shall be computed on the basis of the calendar year, if the child is unable to attend a normal educational institution, or on the basis of the school year, if the child is in full-time attendance at a normal educational institution while receiving special teaching or training. The grant shall be payable in respect of any disabled child from the date on which the special teaching or training is required up to the end of the school year or the calendar year, as appropriate, in which the child reaches the age of twenty-five years. In exceptional cases, the age limit may be extended up to the end of the school year or the calendar year, as appropriate, in which the child reaches the age of twenty-eight years.

(n) Where the period of service does not cover the full school year or calendar year, the amount of the grant shall be that proportion of the annual grant which the period of service bears to the full school or calendar year.

(o) Claims for the grant shall be submitted annually in writing and supported by medical evidence, satisfactory to the Secretary-General, regarding the child's disability. Project personnel shall also be required to provide evidence that they have exhausted all other sources of benefits that may be available for the education and training of the child. The amount of

educational expenses used as the basis for the calculation of the special education grant shall be reduced by the amount of any benefits so received or receivable by project personnel.

(p) The provision contained in paragraph (j) above shall also apply to the computation and payment of the special education grant for disabled children.

Rule 203.9

Daily subsistence allowance

(a) Except for those who normally reside in the mission area, project personnel in short-term status shall receive, during the period of their service in the mission area, a subsistence allowance at such daily rates as are approved from time to time by the Secretary-General. The allowance shall be payable in local currency.

(b) The daily subsistence allowance shall normally be computed on the basis of the average cost for a reasonable standard of board and lodging plus an amount to cover incidental expenses such as service charges, gratuities and laundry. The daily subsistence allowance shall normally be based on costs in the capital city and the same rate shall apply throughout the country, provided that, where there exists a significant disparity in costs as between the capital city and other parts of the country, separate rates may be established for areas outside the capital city.

(c) The daily subsistence allowance for a period of stay in one place within a country may be fixed at a lower rate after sixty days and further reduced after one hundred and twenty days, consecutive or otherwise.

(d) When project personnel in intermediate or long-term status are to serve at a duty station for less than one year, the Secretary-General shall decide whether to pay a daily subsistence allowance for the duration of such a tour of duty, or pay assignment grant under rule 203.10, the hardship and non-removal elements of the mobility and hardship allowance under rule 203.11 and the post adjustment under rule 203.5.

(e) Daily subsistence allowances under this rule shall continue to be paid during periods of authorized sick leave except that if project personnel are hospitalized, only one third of the relevant daily rate shall be paid.

(f) When lodging is provided by a Government or by the United Nations free of charge, the standard rate of the daily subsistence allowance shall be reduced by 50 per cent. If meals are provided free of charge, the rate shall be reduced by 30 per cent. If both lodging and meals are provided, the rate shall be reduced by 80 per cent. The reduction for free lodging shall apply irrespective of the type of lodging provided.

Rule 203.10

Installation

(Cancelled)

Rule 203.10

Assignment grant

(a) Except for special mission service, project personnel who travel at United Nations expense to a duty station for an assignment expected to be of at least one year's duration shall be paid an assignment grant, subject to the conditions set forth below.

(b) The amount of the assignment grant shall be equivalent to:

(i) Thirty days of subsistence allowance at the daily rate applicable under rule 203.9 (a) above;

(ii) Thirty days of subsistence allowance at half such daily rate in respect of each family member for whom travel expenses have been paid by the United Nations under rule 207.2 (a) (i).

The above-mentioned amounts shall be calculated on the basis of the rate prevailing on the date of arrival at the duty station of the individual or of his or her family member.

(c) Under conditions established by the Secretary-General, the limit of thirty days provided in paragraph (b) above may be extended to a maximum of ninety days. The amount of the grant during the extended period shall be up to 60 per cent of the appropriate prevailing rate.

(d) In addition to any amount of grant paid under paragraph (b) above, a lump sum calculated on the basis of the project personnel's net base salary and, where appropriate, post adjustment at the duty station of assignment may be paid under conditions established by the Secretary-General. The lump sum shall be payable at the following rates:

(i) At headquarters duty stations and other designated duty stations, a lump sum equivalent to one month's net base salary and, where appropriate, post adjustment, provided the individual is not entitled to removal costs under staff rule 200.1 (a);

(ii) At all other duty stations:

a. Where the individual is entitled to removal costs under rule 200.1 (a), one month's net base salary and, where appropriate, post adjustment;

b. Where the individual is not entitled to removal costs, one month's net base salary and, where appropriate, post adjustment if the assignment is for less than three years, and two months' net base salary and, where approriate, post adjustment if the assignment is for three years or more.

If an assignment for less than three years is extended to three years or more, the staff member shall be paid at that time a second one-month lump sum.

(e) If a change of official duty station or a new appointment involves a return to a place at which the individual was previously stationed, the full amount of the assignment grant shall not be payable unless the individual has been absent from the place for at least one year. In the case of a shorter absence, the amount payable shall normally be that proportion of the full grant which the completed months of absence bear to one year.

(f) Where both husband and wife are employed by the United Nations and travel at United Nations expense to a duty station, and taking into account rule 204.7, the assignment grant shall be paid to each in respect of himself or herself. If they have a dependent child or children, the assignment grant in respect of such child or children shall be paid to the project personnel on whom each child is recognized to be dependent.

(g) If both husband and wife would otherwise qualify for the lump sum portion of the grant, such lump sum shall only be paid to the spouse whose lump sum portion yields the higher amount.

(h) In cases where project personnel have not completed the period of service in respect of which the assignment grant has been paid, the grant shall be adjusted proportionately and recovery made under conditions established by the Secretary-General who, in exceptional circumstances, may decide to waive recovery.

(i) The Secretary-General may, in appropriate cases, authorize payment of all or part of the assignment grant where the United Nations has not been required to pay travel expenses upon the appointment of project personnel.

Rule 203.11

Assignment allowance

(Cancelled)

Rule 203.11

Mobility and hardship allowance

(a) For the purpose of this rule, "assignment" means the initial appointment of project personnel or any subsequent movement to a new duty station for a period of one year or more.

(b) As an incentive to mobility and to compensate for hardship and non-removal of personal effects and household goods, a non-pensionable allowance composed of three elements - mobility, hardship and non-removal of personal effects and household goods - shall be payable to project personnel subject to the conditions set out in paragraphs (c), (d) and (e) below.

(c) The mobility element of the allowance shall be payable provided that:

(i) The individual has served in the United Nations common system for a period of five consecutive years;

(ii) The individual is assigned to a second or subsequent duty station. However, in the case of service at headquarters duty stations or other designated duty stations, three previous assignments will be required, of which at least two should have been at duty stations classified at hardship levels established by the Secretary-General;

(iii) The assignment involves payment of the assignment grant.

The mobility element of the allowance shall be discontinued or reduced under terms and conditions established by the Secretary-General.

(d) The hardship element of the allowance shall be payable to project personnel who are assigned to duty stations classified at hardship levels established by the Secretary-General. This element shall be payable for the duration of the individual's assignment according to the hardship classification of the duty station.

(e) (i) Except as provided in subparagraph (ii) below, the non-removal element shall be payable to project personnel, provided that an entitlement to assignment grant exists;

(ii) Project personnel listed in rule 200.1 (a) who have an entitlement to removal costs under rule 107.27 shall not be entitled to the non-removal element.

(f) For project personnel at the L-4 and L-5 levels entitled to the dependency rate, the amount of the mobility and hardship allowance shall be determined by applying to the base salary at the dependency rate for the L-4 level, step VI, the percentages in a matrix established by the Secretary-General. For staff at the L-1 to L-3 levels entitled to the dependency rate, such amount shall be reduced by 13 per cent; for staff at the L-6 and L-7 levels entitled to the dependency rate, such amount shall be increased by 13 per cent. The amounts payable at the single rate shall be 75 per cent of the amounts payable at the dependency rate.

Rule 203.12

Extension of tour of duty

When project personnel are assigned to a duty station for tours of duty of less than one year and are paid a daily subsistence allowance under rule 203.9, and their assignments are subsequently extended so that their total anticipated service will be one year or more at that duty station, the Secretary-General shall decide whether to continue to pay, for the balance of the tour of duty, the daily subsistence allowance, or to pay assignment grant under rule 203.10, mobility and hardship allowance under rule 203.11 and the post adjustment under rule 203.5.

Rule 203.13

Deductions and contributions

(a) There shall be deducted from the total payments due to project personnel:

(i) Staff assessment, at the rates and subject to the conditions prescribed in staff regulation 3.3 and rule 203.4;

(ii) Contributions to the United Nations Joint Staff Pension Fund, if the individual is a participant under rule 206.1.

(b) Deductions from salaries and other emoluments may also be made for:

(i) Other contributions for which provision is made under these rules;

(ii) Indebtedness to the United Nations;

(iii) Indebtedness to third parties when any deduction for this purpose is authorized by the Secretary-General;

(iv) Lodging provided by the United Nations, by a Government or by a related institution.

Rule 203.14

Salary advances

(a) Salary advances may be made to staff members under the following circumstances:

(i) When they are initially appointed, in the amount of the salary due for their first month of service under rule 203.1 after deduction of staff assessment under rule 203.4;

(ii) When through no fault of their own, they do not receive their regular monthly payment, in the amount due;

(iii) Upon separation pending final settlement of pay accounts and subject to the advance not exceeding 80 per cent of the estimated final net payment due;

(iv) When they are assigned to a new duty station, in such amount as, in the opinion of the Secretary-General, is appropriate;

(v) Upon departure for extended official travel or for approved leave involving absence from duty for more than one month in the amount that would fall due for payment during the anticipated period of absence.

(b) Salary advances may be made to project personnel in appropriate amounts for other reasons when, in the opinion of the Secretary-General, there are exceptional and compelling reasons for making an advance. Requests for such advances shall be supported by a detailed justification in writing.

(c) Outstanding salary advances shall be recovered from project personnel in instalments determined by the Secretary-General in consecutive pay periods commencing not later than the period following that in which the advance is made.

Rule 203.15

Pensionable remuneration

(a) The pensionable remuneration of project personnel shall be in accordance with articles 1 (p) and 54 of the Regulations of the United Nations Joint Staff Pension Fund.

(b) (Cancelled)

Article V

ANNUAL AND SPECIAL LEAVE

Regulation 5.1: Staff members shall be allowed appropriate annual leave.

Regulation 5.2: Special leave may be authorized by the Secretary-General in exceptional cases.

Regulation 5.3: Eligible staff members shall be granted home leave once in every two years. However, in the case of service at designated duty stations having very difficult conditions of life and work, eligible staff members shall be granted home leave once in every twelve months. A staff member whose home country is the country of his or her official duty station or who continues to reside in his or her home country while performing his or her official duties shall not be eligible for home leave.

Chapter V

ANNUAL AND SPECIAL LEAVE

Rule 205.1

Annual leave

(a) Project personnel who are granted appointments of six months or more, or who have completed six months' continuous service, shall accrue annual leave while in full pay status at the rate of six weeks for each year of continuous service. No leave shall accrue while an individual is receiving compensation equivalent to salary and allowances under rule 206.5. Official holidays as under rule 201.3 shall be excluded for the purpose of computing annual leave.

(b) Annual leave may be taken in units of days or half-days, subject to the exigencies of service. Project personnel shall be required to submit a monthly report of leave so taken; a "NIL" report shall be submitted where no leave has been taken during the month.

(c) Project personnel in continuous employment may carry over up to six weeks of annual leave from the first year to the second counted as of the anniversary date of their initial appointment; a maximum of nine weeks accrued annual leave may be carried over from the second to the third year of service; thereafter, a maximum of twelve weeks of accrued annual leave may be carried over from one year to the next.

(d) Leave may be taken only when authorized. If an individual is absent from work without authorization, payment of salary and allowances shall cease for the period of unauthorized absence. However, if, in the opinion of the Secretary-General, the absence was caused by reasons beyond the individual's control, and the individual has accrued annual leave, the absence will be charged to that leave.

(e) In exceptional circumstances, and subject to the provisions of rule 209.10, the Secretary-General may authorize advance annual leave up to a maximum of two weeks for an individual, provided his or her service is expected to continue for a period beyond the date necessary for him or her to accrue that amount of leave.

Rule 205.2

Home leave

(See also rule 207.11 for travel on home leave)

(a) Subject to the conditions in staff regulation 5.3 and rule 207.11 and such others as may be prescribed by the Secretary-General from time to time, project personnel in intermediate- or long-term status who are serving outside the home country and their eligible family members who are in the mission area shall be allowed to visit the home country at the expense of the Organization once every two years.

(b) Except for allowable travel time, the period of such leave will be charged to annual leave.

(c) The country of home leave shall be the country of the project personnel's nationality, subject to the following terms, conditions and exceptions:

(i) The place of home leave of the individual within his or her home country shall be, for purposes of travel and transportation entitlements, the place with which he or she had the closest residential ties during the period of his or her most recent residence in his or her home country preceding appointment. In exceptional circumstances, a change in the place in the country of home leave may be authorized, under conditions established by the Secretary-General;

(ii) An individual who has served with another public international organization immediately preceding his or her appointment shall have the place of his or her home leave determined as though his or her entire previous service with the other international organization had been with the United Nations;

(iii) The Secretary-General, in exceptional and compelling circumstances, may authorize:

a. A country other than the country of nationality as the home country, for the purposes of this rule. An individual requesting such authorization will be required to satisfy the Secretary-General that he or she maintained his or her normal residence in such other country for a prolonged period preceding his or her appointment, that the individual continues to have close family or personal ties in that country and that his or her taking home leave there would not be inconsistent with the purposes and intent of staff regulation 5.3.

b. Travel in a particular home leave year to a country other than the home country, subject to conditions established by the Secretary-General. In such a case, the travel expenses borne by the United Nations shall not exceed the cost of travel to the home country.

(d) If both husband and wife are employed by the United Nations and are eligible for home leave, and taking into account rule 204.7, each individual shall have the choice either of exercising his or her own home leave entitlement or of accompanying the spouse. An individual who chooses to accompany his or her spouse shall be granted travel time appropriate to the travel involved. Dependent children whose parents are staff members, each of whom is entitled to home leave, may accompany either parent. The frequency of travel shall not exceed the established periodicity of the home leave both with regard to project personnel and to their dependent children, if any.

(e) Under the terms and conditions established by the Secretary-General, project personnel serving at designated duty stations having very difficult conditions of life and work shall be granted home leave once every twelve months.

Rule 205.3

Special leave

(a) (i) Project personnel may be granted special leave in cases of extended illness, for child care or for other important reasons for such period as, in the opinion of the Secretary-General, is appropriate. In exceptional cases, the Secretary-General may, at his initiative, place an individual on special leave with full pay if he considers such leave to be in the interest of the Organization;

(ii) Special leave is normally without pay. In exceptional circumstances, special leave with full or partial pay may be granted;

(iii) In case of adoption of a child, special leave with full pay may be granted under the conditions and for the period established by the Secretary-General;

(iv) Special leave shall not be authorized for governmental service in a political office, in a diplomatic or other representational post or for the purpose of performing any functions that are incompatible with the individual's continuing status as an international civil servant. In exceptional circumstances, special leave without pay may be granted to an individual who is requested by his or her Government to render temporary services involving functions of a technical nature.

(b) Project personnel shall not accrue service credit towards any entitlement under these rules during full months of special leave with partial pay or without pay. Periods of less than one full month of such leave shall not affect the ordinary rates of accrual of such entitlements.

(c) The continuity of service of project personnel shall not be considered broken by periods of special leave.

Chapter VII

TRAVEL AND REMOVAL EXPENSES

Rule 207.1

Official travel of project personnel

Subject to the conditions prescribed in the present rules and such others as may be prescribed by the Secretary-General from time to time, the travel expenses of project personnel shall be paid in the following circumstances:

(i) On initial appointment;

(ii) On travel on official business;

(iii) On change of official duty station, as defined in rule 200.2;

(iv) On family visit travel under rule 207.12 or on travel in connection with home leave under rule 207.11;

(v) On separation from service under rule 207.14;

(vi) On travel authorized for medical or security reasons or in other appropriate cases, when, in the opinion of the Secretary-General there are compelling reasons for paying such expenses.

Rule 207.2

Official travel of family members

(a) Subject to the conditions prescribed in the present rules, and such others as may be prescribed by the Secretary-General from time to time, the travel expenses of eligible family members of project personnel shall be paid in the following circumstances:

(i) On initial appointment of project personnel, or on change of official duty station in accordance with rules 207.9 and 207.10;

(ii) On home leave, in accordance with rule 207.11;

(iii) On separation from service, if the family members had been residing in the mission area following travel at United Nations expense;

(iv) On journeys authorized in connection with the education of children in accordance with rule 207.13;

(v) On travel authorized for medical or security reasons or in other appropriate cases, when in the opinion of the Secretary-General, there are compelling reasons for paying such expenses;

(vi) For the spouse, in lieu of project personnel's family visit travel under rule 207.1 (i).

(b) Eligible family members shall comprise a spouse and dependent children, as defined in rule 203.7 (b) (ii). In addition, those children in respect of whom an education grant is payable, even though they are no longer recognized as dependent under staff rule 203.7 (b) (ii), shall be eligible for education grant travel.

(c) Under subparagraph (a) (iii) above, the United Nations shall pay the travel expenses of project personnel's eligible family members from the official duty station to the place to which the staff member is entitled to be returned in accordance with rule 207.1 (v). Where both husband and wife are employed by the United Nations and either or both are entitled to the payment of travel expenses on separation from service, and taking into account rule 204.7, travel expenses shall be paid for each only upon their own separation from service. Where both spouses are entitled to return travel expenses, each individual shall have the choice either of exercising his or her own entitlement or of accompanying the other spouse, provided that in no case shall such expenses be paid for an individual while he or she remains in the service of the Organization.

Rule 207.3

Travel expenses

(a) Travel expenses paid or reimbursed by the United Nations under these rules shall comprise:

(i) Transportation expenses (i.e., carrier fare);

(ii) Terminal expenses;

(iii) Daily subsistence allowance while in travel status;

(iv) Other necessary expenses incurred during travel.

(b) Project personnel shall exercise the same care in incurring expenses during travel that a prudent person would exercise if travelling on personal business.

Rule 207.14

Travel on separation from service

On separation from service, the travel expenses of project personnel shall be paid to the place from which they were recruited or to the place recognized as home for the purpose of home leave. Should project personnel, on separation, wish to go to any other place, payment of travel expenses shall not exceed the maximum amount that would have been payable on the basis of direct return transportation to the place of recruitment or home leave.

Rule 207.15

Terminal expenses

(a) For all official travel to or from the duty station, project personnel may claim reimbursement of terminal expenses incurred for each required trip by means of public conveyance between the airport or other point of arrival or departure and the hotel or other place of dwelling in respect of themselves and in respect of each family member authorized to travel at United Nations expense, at rates and under conditions established by the Secretary-General. No expenses shall be reimbursable in respect of an intermediate stop:

(i) Which is not authorized;

(ii) Which does not involve leaving the terminal;

(iii) Which is exclusively for the purpose of making an onward connection.

(b) Terminal expenses shall be deemed to include all expenditures for transportation between the airport or other point of arrival or departure and the hotel or other place of dwelling, including transfer of accompanied baggage and other incidental charges, except the costs provided for under rule 207.19 (iii).

(c) (Cancelled)

Rule 207.16

Daily subsistence allowance while in travel status

(a) Subject to the provisions of rule 203.9 and except during travel by sea, project personnel shall, when authorized to travel on official business, receive an appropriate daily subsistence allowance which may vary from area to area. Except as provided in rules 207.15 and 207.19, any expenditures incurred in excess of the daily subsistence allowance shall be borne by project personnel.

(b) Daily subsistence allowance under paragraph (a) above shall not be paid in the case of project personnel in short-term status who are already in

receipt of a daily subsistence allowance under rule 203.9 (a). Such personnel when travelling on official business outside the mission area shall receive the daily subsistence allowance at the rate applicable to the area in which they are in travel status.

(c) When family members are authorized to travel at United Nations expense, project personnel shall be paid an additional daily subsistence allowance on behalf of each such family member at one half the rate applicable to project personnel.

(d) The Secretary-General may establish a special rate for daily subsistence allowance in cases where he deems it appropriate, such as assignments to conferences or seminars, etc.

Rule 207.17

Computation of the daily subsistence allowance while in travel status

(a) Except during travel by sea, the daily subsistence allowance shall be paid to project personnel, at the rates and under the conditions prescribed in rule 207.16, for each calendar day or fraction thereof involving an overnight stay away from their residence, during which project personnel or their family members are in official travel status, provided that for a journey of twenty-four hours or longer a full day's allowance at the appropriate rate shall be paid for the day on which travel is begun and that no allowance shall be paid for the day on which travel is ended. Where travel does not involve an overnight stay away from the residence, no allowance shall be paid for a journey of less than ten hours, and 40 per cent of the allowance shall be paid for a journey of ten hours or more.

(b) Where travel is by sea, a full day's allowance at the appropriate rate shall be paid for the day of arrival at the port of disembarkation provided that the traveller remains in official travel status for more than twelve hours thereafter. No allowance shall be paid for the day on which embarkation takes place. This payment shall be in addition to the transit allowance under rule 207.18.

(c) No allowance shall be paid when a traveller returns to his or her official duty station within twelve hours after departure.

(d) When it is necessary for the purpose of computing the amount of daily subsistence allowance payable to specify the "hour of departure" and the "hour of arrival", these shall be considered as the time when the train, vessel, or airplane used by the traveller actually departs from or arrives at its terminal.

(e) No travel subsistence allowance shall be payable in respect of travel on home leave, family visit or education grant, provided that the allowance may be paid for stopovers actually made on such travel under conditions established by the Secretary-General. Where travel at United Nations expense is authorized for medical, security or other reasons under rule 207.1 (vi) or 207.2 (a) (v), an appropriate amount of subsistence allowance may be paid at the discretion of the Secretary-General.

(b) The Secretary-General may, where the circumstances warrant and he considers it justified, pay to a staff member terminated under the final paragraph of staff regulation 9.1 (a) a termination indemnity payment not more than 50 per cent higher than that which would otherwise be payable under the Staff Regulations.

Regulation 9.4: The Secretary-General shall establish a scheme for the payment of repatriation grants within the maximum rates and under the conditions specified in annex IV to the present Regulations.

Regulation 9.5: Staff members shall not be retained in active service beyond the age of sixty years or, if appointed on or after 1 January 1990, beyond the age of sixty-two years. The Secretary-General may, in the interest of the Organization, extend this age limit in exceptional cases.

Chapter IX

SEPARATION FROM SERVICE

Rule 209.1

Resignation

(a) A resignation within the meaning of the present rules is a separation initiated by the individual.

(b) Unless otherwise specified in their letters of appointment, thirty days' written notice of resignation shall be given by project personnel having fixed-term appointments. The Secretary-General may, however, accept resignations on shorter notice.

(c) The Secretary-General may require the resignation to be submitted in person in order to be acceptable.

Rule 209.2

Termination

(a) A termination within the meaning of the present rules is a separation initiated by the Organization other than: (i) a retirement; or (ii) a summary dismissal for serious misconduct; or (iii) a separation as a result of the expiration of a fixed-term appointment on the due date.

(b) A separation as a result of expiration of a fixed-term appointment shall take place automatically and without prior notice on the expiration date specified in the letter of appointment.

(c) The Secretary-General may, at any time, terminate the appointments of project personnel in accordance with the provisions of staff regulation 9.1.

Rule 209.3

(Cancelled)

Rule 209.4

Notice of termination

(a) Project personnel whose appointments are to be terminated prior to the expiration date specified in the letter of appointment shall be given not less than a month's written notice of termination or such notice as may be otherwise stipulated in their letters of appointment.

(b) In lieu of the notice period, the Secretary-General may authorize compensation calculated on the salary with post adjustment, dependency benefits and repatriation grant which the individual would have received had the date of termination been at the end of the notice period.

Rule 209.5

Termination indemnity

(a) Project personnel whose appointments are terminated shall be paid termination indemnities in accordance with the provisions of staff regulation 9.3 and annex III to the Staff Regulations. Length of service for the purpose of computation of termination indemnity shall be deemed to include completed months of service in excess of the completed years specified in the schedule contained in annex III (a) to the Staff Regulations.

(b) Payment of termination indemnity shall be calculated on the basis of the individual's gross salary less staff assessment according to the schedule of rates set forth in staff regulation 3.3 (b) (i). However, in the case of project personnel in service prior to 1 July 1990, the above calculations shall continue to be made on the basis of the corresponding scales of separation payments in appendix I to the present rules until such time as the amounts in the net base salary scales exceed those in the scales of separation payment. Service credits shall not accrue during periods of special leave with partial pay or without pay of one full month or more.

Rule 209.6

Repatriation grant

(a) Upon separation, project personnel serving outside their home countries shall be entitled to a repatriation grant in accordance with regulation 9.4 and annex IV to the Staff Regulations.

(b) The detailed conditions for the payment of the grant are set out in rule 209.8.

Rule 209.7

(Cancelled)

Rule 209.8

Conditions governing payment of repatriation grant

Payment of repatriation grant under regulation 9.4 and annex IV to the Staff Regulations shall be subject to the following conditions and definitions:

(a) "Obligation to repatriate" as used in annex IV to the Staff Regulations shall mean obligation to return project personnel and their eligible family members, upon separation, at the expense of the United Nations, to a place outside the country of the duty station.

(b) "Home country" as used in annex IV to the Staff Regulations shall be determined on the same basis as the country of home leave entitlement under rule 205.2.

(c) "Service" for the purposes of repatriation grant calculations shall exclude service before 1 January 1958, except in the case of project personnel who held entitlement to repatriation grant before that date. Service prior to 1 January 1951 shall be excluded in all cases.

(d) Payment of the repatriation grant shall be subject to the provision by former project personnel of evidence of relocation away from the country of the last duty station. Evidence of relocation shall be constituted by documentary evidence that former project personnel have established residence in a country other than that of the last duty station.

(e) Entitlement to repatriation grant shall cease if no claim for payment of the grant has been submitted within two years after the effective date of separation. However, where both husband and wife are employed by the United Nations and the spouse who separates first is entitled to repatriation grant, and taking into account rule 204.7, his or her entitlement to repatriation grant shall cease if no claim for payment of the grant has been submitted within two years after the date of separation of the other spouse.

(f) (Cancelled)

(g) Payment of the repatriation grant shall be calculated on the basis of the individual's gross salary less staff assessment according to the schedule of rates set forth in staff regulation 3.3 (b) (i). However, in the case of project personnel in service prior to 1 July 1990, the above calculations shall continue to be made on the basis of the corresponding scales of separation payments in appendix I to the present rules until such time as the amounts in the net base salary scales exceed those in the scales of separation payments. For the purpose of calculating the amount of the grant payable, service credits shall not accrue during periods of special leave with partial pay or without pay of one full month or more.

(h) No payments shall be made to project personnel who abandon their posts, nor to those who are summarily dismissed. Project personnel who reside in their home country while performing their official duties shall not be entitled to repatriation grant upon separation. The Secretary-General may grant at his discretion a full or partial repatriation grant, subject to paragraph (d) above, in the case of project personnel who, after service at a duty station outside their home country, have served at a duty station within that country.

(i) A dependent child, for the purpose of repatriation grant, shall mean a child recognized as dependent under rule 203.7 (b) at the time of the individual's separation from service. The repatriation grant shall be paid at the rate for a staff member with a spouse or dependent child to eligible project personnel regardless of the place of residence of the spouse or dependent child.

(j) Where both husband and wife are employed by the United Nations or by a specialized agency and each is entitled, on separation, to payment of a repatriation grant, and taking into account rule 204.7, payment shall be made to each, at single rates, in accordance with their respective entitlements, provided that where dependent children are recognized, the first parent to be separated may claim payment at the rate applicable to a staff member with a spouse or dependent child. In this event the second parent, on separation, may claim payment at the single rate for the period of qualifying service subsequent thereto; or, if eligible, at the rate applicable to a staff member with a spouse or dependent child for the whole period of his or her qualifying service, from which shall normally be deducted the amount of the repatriation grant paid to the first parent.

(k) Loss of entitlement to payment of return travel expenses under rule 207.24 shall not affect project personnel's eligibility for payment of the repatriation grant.

(l) In the event of the death of project personnel, no payment of repatriation grant shall be made unless there is a surviving spouse or one or more dependent children. If there is one such survivor, payment of repatriation grant shall be made at the single rate to the survivor; if there are two or more such survivors, payment of repatriation grant shall be made at the rate applicable to a staff member with a spouse or dependent child and shall be paid to the survivors in such proportions as may have been specified by the deceased, or in the absence of such designation, in equal proportions.

(m) Payment of repatriation grant shall normally be made in the currency of the established country of residence.

Rule 209.9

Commutation of accrued annual leave

If, upon separation, project personnel have accrued annual leave, they shall be paid in lieu thereof a sum of money in commutation of the period of such accrued leave up to a maximum of forty-five days in the case of service of two years or less, or sixty days in the case of longer service. The payment shall be calculated on the basis of the individual's net base salary plus post adjustment, according to the schedule of rates set forth in staff regulation 3.3 (b) (i).

Rule 209.10

Restitution of advance annual and sick leave

(a) On separation, project personnel who have taken advance annual or sick leave beyond the amount actually earned and accrued while in service shall be required to make restitution for such advance leave by means of a cash refund.

(b) The Secretary-General may waive this requirement if he is satisfied that there are compelling reasons for doing so.

Rule 209.11

Last day for pay purposes

(a) When project personnel are separated from service, the date on which entitlement to salary, allowances and benefits shall cease shall be determined according to the following provisions:

(i) Upon resignation, the date shall be either the date of expiration of the notice period under rule 209.1 or such other date as the Secretary-General accepts;

(ii) Upon expiration of a fixed-term appointment, the date shall be the date specified in the letter of appointment;

(iii) Upon termination, the date shall be the date provided in the notice of termination;

(iv) In the case of summary dismissal, the date shall be the date of dismissal;

(v) In the case of death, the date on which entitlement to salary, allowances and benefits shall cease shall be the date of death, except in the case of project personnel who are survived by a spouse or a child recognized as dependent under rule 203.7 (b). In this event, the date shall be determined in accordance with the following schedule:

Length of service	Months of extension beyond date of death
3 years or less	3
4 years	4
5 years	5
6 years	6
7 years	7
8 years	8
9 years or more	9

Length of service shall be deemed to comprise the individual's total period of continuous service. Completed months of service in excess of the completed years specified in the schedule above shall be taken into account on a proportionate basis up to the maximum extension of six months. Payment related to the period of extension beyond the date of death may be made in a lump sum as soon as the pay accounts and related matters can be closed. Such payment shall be calculated on the basis of the individual's gross salary less staff assessment according to the schedule of rates set forth in staff regulation 3.3 (b) (i). However, in the case of project personnel in service prior to 1 July 1990, the above calculations shall continue to be made on the basis of the corresponding scales of separation payments in appendix I to the present rules until such time as the amounts in the net base salary scales exceed those in the scales of separation payments. All other entitlements and accrual of benefits shall cease as of the date of death.

(b) When project personnel are exercising an entitlement to return travel, the last day for pay purposes shall be the date established under subparagraphs (a) (i), (ii) and (iii) above, or the estimated date of arrival at the place of entitlement, whichever is later. The estimated date of arrival shall be determined on the basis of the time it would take to travel without interruption by an approved route and mode of direct travel from the duty station to the place of entitlement, the travel commencing no later than the day following the date established under paragraph (a) above.

Article X

DISCIPLINARY MEASURES

Regulation 10.1: The Secretary-General may establish administrative machinery with staff participation which will be available to advise him in disciplinary cases.

Regulation 10.2: The Secretary-General may impose disciplinary measures on staff members whose conduct is unsatisfactory.

He may summarily dismiss a member of the staff for serious misconduct.

Chapter XII

GENERAL PROVISIONS

Rule 212.1

Amendment of, and exceptions to, Staff Rules

(a) Subject to staff regulations 12.1, 12.2, 12.3, 12.4 and 12.5, the present rules may be amended by the Secretary-General in a manner consistent with the Staff Regulations.

(b) Exceptions to the present rules may be made by the Secretary-General provided that such exception is not inconsistent with any staff regulation, and provided further that it is agreed to by the individual directly affected and is, in the opinion of the Secretary-General, not prejudicial to the interests of other project personnel.

Rule 212.2

Financial responsibility

Project personnel may be required to reimburse the United Nations either partially or in full for any financial loss suffered by the United Nations as a result of their negligence or of their having violated any regulation, rule or administrative instruction.

Rule 212.3

Liability insurance

Project personnel who own or drive automobiles shall carry public liability and property damage insurance in an amount adequate to insure them against claims arising from injury or death to other persons or damage to the property of others, caused by their automobiles.

Rule 212.4

Beneficiaries

(a) At the time of appointment, project personnel shall nominate a beneficiary or beneficiaries in writing in a form prescribed by the Secretary-General. It shall be the responsibility of project personnel to notify the Secretary-General of any revocations or changes of beneficiaries.

(b) In the event of the death of the individual, all amounts standing to his or her credit will be paid to his or her nominated beneficiary or beneficiaries subject to application of the present rules. Such payment shall afford the United Nations a complete release from all further liability in respect to any sum so paid.

(c) If a nominated beneficiary does not survive or if a designation of beneficiary has not been made or has been revoked, the amount standing to the credit of the individual shall upon his or her death be paid to his or her estate.

Rule 212.5

Retroactivity of payments

Project personnel who may not have been receiving any allowances, grants or other payments due under the present rules shall not be entitled to receive such allowances, grants or other payments retroactively, unless a written claim has been submitted within one year of the date when the initial payment would otherwise have been due.

Rule 212.6

Proprietary rights

All rights, including title, copyright and patent rights, in any work performed by project personnel as part of their official duties shall be vested in the United Nations.

Rule 212.7

Effective date and authentic texts of rules

Except as otherwise provided and subject always to the provisions of staff regulations 12.1, 12.2, 12.3, 12.4 and 12.5, rules 200.1 to 212.7 inclusive shall be effective 1 January 1990, and shall supersede all previous rules applicable to project personnel. The English and French texts of these rules are equally authoritative.

Annex I

SALARY SCALES AND RELATED PROVISIONS

1. The Administrator of the United Nations Development Programme, having the status equivalent to that of the executive head of a major specialized agency, shall receive a salary of $US 151,233 a year; the Director-General for Development and International Economic Cooperation shall receive a salary of $US 151,233 a year; an Under-Secretary-General shall receive a salary of $US 121,635 a year; and an Assistant Secretary-General shall receive a salary of $US 110,000 a year, subject to the staff assessment plan provided in staff regulation 3.3 and to post adjustments wherever applied. If otherwise eligible, they shall receive the allowances that are available to staff members generally.

2. The Secretary-General is authorized, on the basis of appropriate justification and/or reporting, to make additional payments to the Director-General for Development and International Economic Cooperation, to Under-Secretaries-General and Assistant Secretaries-General to compensate for such special costs as may be reasonably incurred, in the interests of the Organization, in the performance of duties assigned to them by the Secretary-General. The maximum amount of such payments is to be determined in the programme budget by the General Assembly.

3. Except as provided in paragraph 6 of the present annex, the salary scales for staff members in the Director and Principal Officer category and in the Professional category shall be as shown in the present annex.

4. Subject to satisfactory service, salary increments within the levels set forth in paragraph 3 of the present annex shall be awarded annually, except that any increments to step XII of the Associate Officer level, steps XIV and XV of the Second Officer level, steps XIII, XIV and XV of the First Officer level, steps XI, XII and XIII of the Senior Officer level and above step IV of the Principal Officer level shall be preceded by two years at the previous step. The Secretary-General is authorized to reduce the interval between salary increments to ten months and twenty months, respectively, in the case of staff subject to geographical distribution who have an adequate and confirmed knowledge of a second official language of the United Nations.

5. The Secretary-General is authorized, on the basis of appropriate justification and/or reporting, to make additional payments to Directors and, where offices are away from Headquarters, to their heads, to compensate for such special costs as may be reasonably incurred in the interest of the Organization in the performance of duties assigned to them by the Secretary-General. The maximum total amount of such payments is to be determined in the programme budget by the General Assembly.

6. The Secretary-General shall fix the salary rates to be paid to personnel specifically engaged for conferences and other short-term service, to consultants, to Field Service personnel and to Technical Assistance experts.

7. The Secretary-General shall fix the salary scales for staff members in the General Service category and the salary or wage rates for manual workers, normally on the basis of the best prevailing conditions of employment in the locality of the United Nations office concerned, provided that the Secretary-General may, where he deems it appropriate, establish rules and salary limits for payment of a non-resident's allowance to General Service staff members recruited from outside the local area.

8. The Secretary-General shall establish rules under which a language allowance may be paid to staff members in the General Service category who pass an appropriate test and demonstrate continued proficiency in the use of two or more official languages.

9. In order to preserve equivalent standards of living at different offices, the Secretary-General may adjust the basic salaries set forth in paragraphs 1 and 3 of the present annex by the application of non-pensionable post adjustments based on relative costs of living, standards of living and related factors at the office concerned as compared to New York. Such post adjustments shall not be subject to staff assessment.

10. No salary shall be paid to staff members in respect of periods of unauthorized absence from work unless such absence was caused by reasons beyond their control or duly certified medical reasons.

SALARY SCALE FOR STAFF IN THE PROFESSIONAL AND HIGHER CATEGORIES a/ SHOWING ANNUAL GROSS SALARIES AND NET EQUIVALENTS AFTER APPLICATION OF STAFF ASSESSMENT

(In United States dollars)

Effective 1 March 1991

Level	Steps														
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII	XIV	XV
Under-Secretary-General															
USG Gross	128 659														
Net D	76 702														
Net S	68 853														
Assistant Secretary-General															
ASG Gross	116 442														
Net D	70 350														
Net S	63 600														
Director															
D-2 Gross	94 478	96 644	98 809	100 993	103 200	105 407									
Net D	58 873	60 021	61 169	62 316	63 464	64 612									
Net S	53 995	54 990	55 983	56 957	57 906	58 855									
Principal Officer															
D-1 Gross	83 047	84 902	86 756	88 610	90 465	92 319	94 173	96 028	97 882						
Net D	52 815	53 798	54 781	55 763	56 746	57 729	58 712	59 695	60 677						
Net S	48 749	49 600	50 451	51 302	52 153	53 004	53 855	54 707	55 558						
Senior Officer															
P-5 Gross	72 782	74 429	76 076	77 723	79 370	81 036	82 714	84 392	86 070	87 748	89 426	91 104	92 782		
Net D	47 302	48 192	49 081	49 971	50 860	51 749	52 639	53 528	54 417	55 307	56 196	57 085	57 975		
Net S	43 784	44 598	45 412	46 225	47 039	47 826	48 596	49 366	50 136	50 906	51 677	52 447	53 217		
First Officer															
P-4 Gross	59 277	60 854	62 431	64 008	65 596	67 202	68 808	70 414	72 020	73 626	75 232	76 839	78 445	80 052	81 688
Net D	39 952	40 820	41 687	42 554	43 422	44 289	45 156	46 024	46 891	47 758	48 625	49 493	50 360	51 227	52 095
Net S	37 101	37 884	38 666	39 448	40 234	41 028	41 821	42 615	43 408	44 201	44 995	45 788	46 582	47 374	48 125
Second Officer															
P-3 Gross	47 890	49 320	50 749	52 179	53 608	55 039	56 521	58 002	59 483	60 965	62 446	63 928	65 417	66 926	68 435
Net D	33 547	34 362	35 177	35 992	36 807	37 621	38 436	39 251	40 066	40 881	41 695	42 510	43 325	44 140	44 955
Net S	31 325	32 060	32 795	33 530	34 265	34 999	35 734	36 469	37 204	37 939	38 673	39 408	40 146	40 891	41 637
Associate Officer															
P-2 Gross	38 075	39 311	40 546	41 781	43 016	44 251	45 503	46 781	48 060	49 338	50 617	51 895			
Net D	27 814	28 543	29 272	30 001	30 729	31 458	32 187	32 915	33 644	34 373	35 101	35 830			
Net S	26 101	26 768	27 435	28 102	28 769	29 436	30 099	30 755	31 413	32 070	32 727	33 384			
Assistant Officer															
P-1 Gross	28 521	29 633	30 769	31 917	33 065	34 214	35 374	36 561	37 748	38 935					
Net D	22 018	22 719	23 419	24 120	24 820	25 520	26 221	26 921	27 621	28 322					
Net S	20 776	21 422	22 066	22 710	23 354	23 999	24 642	25 283	25 924	26 565					

D = Rate applicable to staff members with a dependent spouse or child.

S = Rate applicable to staff members with no dependent spouse or child.

a/ This scale represents the result of a consolidation of five multiplier points of post adjustment into net base salary. There will be consequential adjustments in the post adjustment indices and multipliers at all duty stations, effective 1 March 1991. Thereafter, changes in post adjustment classifications will be effected on the basis of the movements of the newly consolidated post adjustment indices.

SALARY SCALE FOR STAFF IN THE PROFESSIONAL AND HIGHER CATEGORIES
SHOWING ANNUAL GROSS SALARIES AND NET EQUIVALENTS AFTER
APPLICATION OF STAFF ASSESSMENT

(In United States dollars)

Effective 1 July 1990

Level	Steps														
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII	XIV	XV
Under-Secretary-General															
USG Gross	121 635														
Net D	73 050														
Net S	65 255														
Assistant Secretary-General															
ASG Gross	110 000														
Net D	67 000														
Net S	60 485														
Director															
D-2 Gross	89 189	91 251	93 313	95 375	97 438	99 500									
Net D	56 070	57 163	58 256	59 349	60 442	61 535									
Net S	51 423	52 369	53 316	54 262	55 209	56 156									
Principal Officer															
D-1 Gross	78 333	80 068	81 834	83 600	85 366	87 132	88 898	90 664	92 430						
Net D	50 300	51 236	52 172	53 108	54 044	54 980	55 916	56 852	57 788						
Net S	46 393	47 236	48 047	48 857	49 668	50 479	51 289	52 100	52 910						
Senior Officer															
P-5 Gross	68 611	70 180	71 748	73 317	74 885	76 454	78 022	79 591	81 181	82 779	84 377	85 975	87 574		
Net D	45 050	45 897	46 744	47 591	48 438	49 285	50 132	50 979	51 826	52 673	53 520	54 367	55 214		
Net S	41 659	42 423	43 186	43 950	44 714	45 478	46 242	47 006	47 747	48 481	49 214	49 948	50 681		
First Officer															
P-4 Gross	55 818	57 320	58 822	60 324	61 825	63 327	64 829	66 356	67 885	69 415	70 944	72 474	74 004	75 533	77 063
Net D	38 050	38 876	39 702	40 528	41 354	42 180	43 006	43 832	44 658	45 484	46 310	47 136	47 962	48 788	49 614
Net S	35 346	36 091	36 836	37 581	38 325	39 070	39 815	40 560	41 305	42 050	42 795	43 540	44 285	45 030	45 775
Second Officer															
P-3 Gross	45 088	46 449	47 811	49 172	50 533	51 895	53 256	54 618	56 015	57 425	58 836	60 247	61 658	63 069	64 480
Net D	31 950	32 726	33 502	34 278	35 054	35 830	36 606	37 382	38 158	38 934	39 710	40 486	41 262	42 038	42 814
Net S	29 825	30 528	31 230	31 933	32 635	33 338	34 040	34 743	35 443	36 143	36 843	37 543	38 242	38 942	39 642
Associate Officer															
P-2 Gross	35 831	37 007	38 183	39 359	40 536	41 712	42 888	44 064	45 249	46 467	47 684	48 902			
Net D	26 490	27 184	27 878	28 572	29 266	29 960	30 654	31 348	32 042	32 736	33 430	34 124			
Net S	24 856	25 488	26 119	26 751	27 383	28 014	28 646	29 277	29 908	30 537	31 165	31 793			
Assistant Officer															
P-1 Gross	26 857	27 916	28 975	30 034	31 128	32 221	33 315	34 408	35 519	36 649					
Net D	20 970	21 637	22 304	22 971	23 638	24 305	24 972	25 639	26 306	26 973					
Net S	19 779	20 394	21 009	21 624	22 238	22 851	23 465	24 078	24 689	25 296					

D = Rate applicable to staff members with a dependent spouse or child.

S = Rate applicable to staff members with no dependent spouse or child.

SCHEDULES OF POST ADJUSTMENTS (AMOUNT PER INDEX POINT IN UNITED STATES DOLLARS)

Effective 1 January 1985

(i) Additions (where cost of living is higher than at the base)

Level	Steps												
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII
Under-Secretary-General													
USG D	532.19												
S	480.73												
Assistant Secretary-General													
ASG D	488.36												
S	444.33												
Director													
D-2 D	406.81	415.70	424.52	433.32									
S	373.72	381.57	389.35	397.08									
Principal Officer													
D-1 D	370.99	377.17	382.93	389.09	394.90	402.21	407.19						
S	341.81	347.33	352.49	358.00	363.18	368.83	374.11						
Senior Officer													
P-5 D	341.73	346.73	351.46	356.29	361.88	366.35	371.99	377.26	382.46	387.31			
S	315.57	320.03	324.25	328.56	333.57	337.54	342.63	347.36	352.04	356.37			
First Officer													
P-4 D	282.82	293.19	299.60	305.57	312.76	318.02	323.30	328.59	334.12	341.35	348.15	354.70	
S	266.32	272.06	277.82	283.16	289.64	294.33	299.02	303.72	308.63	315.14	321.26	327.16	
Second Officer													
P-3 D	240.91	247.85	253.97	259.78	266.34	272.91	279.83	286.44	291.98	297.15	302.68	307.86	313.84
S	224.85	231.13	236.65	241.88	247.81	253.74	259.99	265.97	270.97	275.61	280.57	285.21	290.59
Associate Officer													
P-2 D	200.14	206.22	211.49	217.22	222.87	228.58	234.27	239.57	245.26	250.96	256.25		
S	187.66	193.23	198.04	203.28	208.42	213.62	218.80	223.61	228.78	233.93	238.70		
Assistant Officer													
P-1 D	159.75	165.14	170.46	175.84	181.21	186.56	192.30	196.90	201.93	206.99			
S	150.53	155.50	160.41	165.37	170.31	175.22	180.51	184.70	189.29	193.92			

D = Rate applicable to staff members with a dependent spouse or child.

S = Rate applicable to staff members with no dependent spouse or child.

Annex II

LETTERS OF APPOINTMENT

(a) The letter of appointment shall state:

(i) That the appointment is subject to the provisions of the Staff Regulations and of the Staff Rules applicable to the category of appointment in question and to changes that may be duly made in such regulations and rules from time to time;

(ii) The nature of the appointment;

(iii) The date at which the staff member is required to enter upon his or her duties;

(iv) The period of appointment, the notice required to terminate it and period of probation, if any;

(v) The category, level, commencing rate of salary and, if increments are allowable, the scale of increments and the maximum attainable;

(vi) Any special conditions that may be applicable.

(b) A copy of the Staff Regulations and of the Staff Rules shall be transmitted to the staff member with the letter of appointment. In accepting appointment the staff member shall state that he or she has been made acquainted with and accepts the conditions laid down in the Staff Regulations and in the Staff Rules.

Annex III

TERMINATION INDEMNITY

Staff members whose appointments are terminated shall be paid an indemnity in accordance with the following provisions:

(a) Except as provided in paragraphs (b), (c) and (e) below and in regulation 9.3 (b), the termination indemnity shall be paid in accordance with the following schedule:

Completed years of service	Months of gross salary, less staff assessment, where applicable a/ or Months of pensionable remuneration less staff assessment, where applicable b/		
	Permanent appointments	Temporary appointments which are not for a fixed term	Temporary appointments for a fixed term exceeding six months
Less than 1	Not applicable	Nil)	One week for each month
1	Not applicable	1)	of uncompleted service
2	3	1)	subject to a minimum of
3	3	2)	six weeks' and a maximum
4	4	3)	of three months' indemnity
5	5	4)	pay
6	6	5	3
7	7	6	5
8	8	7	7
9	9	9	9
10	9.5	9.5	9.5
11	10	10	10
12	10.5	10.5	10.5
13	11	11	11
14	11.5	11.5	11.5
15 or more	12	12	12

a/ For staff in the Professional and higher categories and in the Field Service category.

b/ For staff in the General Service and related categories.

(b) A staff member whose appointment is terminated for reasons of health shall receive an indemnity equal to the indemnity provided under paragraph (a) of the present annex reduced by the amount of any disability benefit that the staff member may receive under the Regulations of the United Nations Joint Staff Pension Fund for the number of months to which the indemnity rate corresponds.

(c) A staff member whose appointment is terminated for unsatisfactory services or who for disciplinary reasons is dismissed for misconduct other than by summary dismissal may be paid, at the discretion of the Secretary-General, an indemnity not exceeding one half of the indemnity provided under paragraph (a) of the present annex.

(d) No indemnity payments shall be made to:

A staff member who resigns, except where termination notice has been given and the termination date agreed upon;

A staff member who has a temporary appointment that is not for a fixed term and that is terminated during the first year of service;

A staff member who has a temporary appointment for a fixed term that is completed on the expiration date specified in the letter of appointment;

A staff member who is summarily dismissed;

A staff member who abandons his or her post;

A staff member who is retired under the Regulations of the United Nations Joint Staff Pension Fund.

(e) Staff members specifically engaged for conference and other short-term service or for service with a mission, as consultants or as experts, and staff members who are locally recruited for service in established offices away from Headquarters may be paid termination indemnity if and as provided in their letters of appointment.

Annex IV

REPATRIATION GRANT

In principle, the repatriation grant shall be payable to staff members whom the Organization is obligated to repatriate. The repatriation grant shall not, however, be paid to a staff member who is summarily dismissed. Staff members shall be entitled to a repatriation grant only upon relocation outside the country of the duty station. Detailed conditions and definitions relating to eligibility and requisite evidence of relocation shall be determined by the Secretary-General. The amount of the grant shall be proportional to the length of service with the United Nations, as follows:

Years of continuous service away from home country	Staff member with a spouse or dependent child at time of separation	Staff member with neither a spouse nor dependent child at time of separation	
		Professional and higher categories	General Service category
	Weeks of gross salary, less staff assessment, where applicable a/ or Weeks of pensionable remuneration less staff assessment, where applicable b/		
1	4	3	2
2	8	5	4
3	10	6	5
4	12	7	6
5	14	8	7
6	16	9	8
7	18	10	9
8	20	11	10
9	22	13	11
10	24	14	12
11	26	15	13
12 or more	28	16	14

a/ For staff in the Professional and higher categories and in the Field Service category.

b/ For staff in the General Service and related categories.

APPENDICES TO THE STAFF RULES

Appendix I (rule 203.1)

SALARY SCALES a/

showing annual gross and the net equivalent after application of staff assessment

(In United States dollars)

Effective 1 March 1991

Level		Steps														
		I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII	XIV	XV
L-7	Gross	94 478	96 644	98 809	100 993	103 200	105 407									
	Net D	58 873	60 021	61 169	62 316	63 464	64 612									
	Net S	53 995	54 990	55 983	56 957	57 906	58 855									
L-6	Gross	83 047	84 902	86 756	88 610	90 465	92 319	94 173	96 028	97 882						
	Net D	52 815	53 798	54 781	55 763	56 746	57 729	58 712	59 695	60 677						
	Net S	48 749	49 600	50 451	51 302	52 153	53 004	53 855	54 707	55 558						
L-5	Gross	72 782	74 429	76 076	77 723	79 370	81 036	82 714	84 392	86 070	87 748	89 426	91 104	92 782		
	Net D	47 302	48 192	49 081	49 971	50 860	51 749	52 639	53 528	54 417	55 307	56 196	57 085	57 975		
	Net S	43 784	44 598	45 412	46 225	47 039	47 826	48 596	49 366	50 136	50 906	51 677	52 447	53 217		
L-4	Gross	59 277	60 854	62 431	64 008	65 596	67 202	68 808	70 414	72 020	73 626	75 232	76 839	78 445	80 052	81 688
	Net D	39 952	40 820	41 687	42 554	43 422	44 289	45 156	46 024	46 891	47 758	48 625	49 493	50 360	51 227	52 095
	Net S	37 101	37 884	38 666	39 448	40 234	41 028	41 821	42 615	43 408	44 201	44 995	45 788	46 582	47 374	48 125
L-3	Gross	47 890	49 320	50 749	52 179	53 608	55 039	56 521	58 002	59 483	60 965	62 446	63 928	65 417	66 926	68 435
	Net D	33 547	34 362	35 177	35 992	36 807	37 621	38 436	39 251	40 066	40 881	41 695	42 510	43 325	44 140	44 955
	Net S	31 325	32 060	32 795	33 530	34 265	34 999	35 734	36 469	37 204	37 939	38 673	39 408	40 146	40 891	41 637
L-2	Gross	38 075	39 311	40 546	41 781	43 016	44 251	45 503	46 781	48 060	49 338	50 617	51 895			
	Net D	27 814	28 543	29 272	30 001	30 729	31 458	32 187	32 915	33 644	34 373	35 101	35 830			
	Net S	26 101	26 768	27 435	28 102	28 769	29 436	30 099	30 755	31 413	32 070	32 727	33 384			
L-1	Gross	28 521	29 633	30 769	31 917	33 065	34 214	35 374	36 561	37 748	38 935					
	Net D	22 018	22 719	23 419	24 120	24 820	25 520	26 221	26 921	27 621	28 322					
	Net S	20 776	21 422	22 066	22 710	23 354	23 999	24 642	25 283	25 924	26 565					

D = Rate applicable to staff members with a dependent spouse or child.

S = Rate applicable to staff members with no dependent spouse or child.

a/ This scale represents the result of a consolidation of five multiplier points of post adjustment into net base salary. There will be consequential adjustments in the post adjustment indices and multipliers at all duty stations, effective 1 March 1991. Thereafter, changes in post adjustment classifications will be effected on the basis of the movements of the newly consolidated post adjustment indices.

Appendix I (continued)

SALARY SCALES

showing annual gross and the net equivalent after application of staff assessment

(In United States dollars)

Effective 1 July 1990

Level		Steps														
		I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII	XIV	XV
L-7	Gross	89 189	91 251	93 313	95 375	97 438	99 500									
	Net D	56 070	57 163	58 256	59 349	60 442	61 535									
	Net S	51 423	52 369	53 316	54 262	55 209	56 156									
L-6	Gross	78 333	80 068	81 834	83 600	85 366	87 132	88 898	90 664	92 430						
	Net D	50 300	51 236	52 172	53 108	54 044	54 980	55 916	56 852	57 788						
	Net S	46 393	47 236	48 047	48 857	49 668	50 479	51 289	52 100	52 910						
L-5	Gross	68 611	70 180	71 748	73 317	74 885	76 454	78 022	79 591	81 181	82 779	84 377	85 975	87 574		
	Net D	45 050	45 897	46 744	47 591	48 438	49 285	50 132	50 979	51 826	52 673	53 520	54 367	55 214		
	Net S	41 659	42 423	43 186	43 950	44 714	45 478	46 242	47 006	47 747	48 481	49 214	49 948	50 681		
L-4	Gross	55 818	57 320	58 822	60 324	61 825	63 327	64 829	66 356	67 885	69 415	70 944	72 474	74 004	75 533	77 063
	Net D	38 050	38 876	39 702	40 528	41 354	42 180	43 006	43 832	44 658	45 484	46 310	47 136	47 962	48 788	49 614
	Net S	35 346	36 091	36 836	37 581	38 325	39 070	39 815	40 560	41 305	42 050	42 795	43 540	44 285	45 030	45 775
L-3	Gross	45 088	46 449	47 811	49 172	50 533	51 895	53 256	54 618	56 015	57 425	58 836	60 247	61 658	63 069	64 480
	Net D	31 950	32 726	33 502	34 278	35 054	35 830	36 606	37 382	38 158	38 934	39 710	40 486	41 262	42 038	42 814
	Net S	29 825	30 528	31 230	31 933	32 635	33 338	34 040	34 743	35 443	36 143	36 843	37 543	38 242	38 942	39 642
L-2	Gross	35 831	37 007	38 183	39 359	40 536	41 712	42 888	44 064	45 249	46 467	47 684	48 902			
	Net D	26 490	27 184	27 878	28 572	29 266	29 960	30 654	31 348	32 042	32 736	33 430	34 124			
	Net S	24 856	25 488	26 119	26 751	27 383	28 014	28 646	29 277	29 908	30 537	31 165	31 793			
L-1	Gross	26 857	27 916	28 975	30 034	31 128	32 221	33 315	34 408	35 519	36 649					
	Net D	20 970	21 637	22 304	22 971	23 638	24 305	24 972	25 639	26 306	26 973					
	Net S	19 779	20 394	21 009	21 624	22 238	22 851	23 465	24 078	24 689	25 296					

D = Rate applicable to staff members with a dependent spouse or child.

S = Rate applicable to staff members with no dependent spouse or child.

Appendix I (continued)

Scale for computing separation payments showing gross amounts and net equivalents after application of staff assessment a/

(In United States dollars)

Effective 1 April 1990

Level		Steps												
		I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII
L-7	Gross	96 470	98 904	101 408	103 906									
	Net D	59 929	61 219	62 532	63 831									
	Net S	54 517	55 629	56 704	57 724									
L-6	Gross	82 434	84 738	87 002	89 261	91 557	93 884	96 145						
	Net D	52 490	53 711	54 911	56 108	57 325	58 558	59 756						
	Net S	48 102	49 155	50 190	51 222	52 272	53 335	54 368						
L-5	Gross	72 857	74 705	76 537	78 359	80 189	82 026	83 820	85 582	87 363	89 123			
	Net D	47 343	48 341	49 330	50 314	51 300	52 274	53 225	54 158	55 102	56 035			
	Net S	43 526	44 422	45 310	46 194	47 076	47 916	48 736	49 541	50 355	51 159			
L-4	Gross	58 476	60 212	61 859	63 542	65 303	67 097	68 816	70 515	72 263	74 014	75 740	77 442	
	Net D	39 512	40 467	41 372	42 298	43 264	44 232	45 161	46 078	47 022	47 968	48 900	49 819	
	Net S	36 492	37 350	38 163	38 995	39 862	40 732	41 566	42 390	43 238	44 087	44 924	45 749	
L-3	Gross	47 256	48 829	50 397	51 985	53 663	55 296	56 912	58 465	59 935	61 340	62 744	64 183	65 687
	Net D	33 186	34 083	34 976	35 881	36 838	37 763	38 652	39 506	40 314	41 087	41 859	42 651	43 471
	Net S	30 802	31 609	32 414	33 228	34 089	34 921	35 720	36 487	37 213	37 907	38 601	39 311	40 048
L-2	Gross	37 710	39 019	40 339	41 707	43 049	44 381	45 727	47 062	48 379	49 712	51 035		
	Net D	27 599	28 371	29 150	29 957	30 749	31 535	32 314	33 075	33 826	34 586	35 340		
	Net S	25 752	26 451	27 156	27 887	28 603	29 314	30 018	30 703	31 378	32 062	32 741		
L-1	Gross	28 308	29 533	30 776	31 953	33 170	34 404	35 696	36 928	38 133	39 303			
	Net D	21 884	22 656	23 423	24 141	24 884	25 636	26 411	27 138	27 848	28 539			
	Net S	20 537	21 245	21 948	22 605	23 284	23 972	24 677	25 335	25 978	26 603			

D = Rate applicable to staff members with a dependent spouse or child.

S = Rate applicable to staff members with no dependent spouse or child.

a/ As from 1 July 1990, this schedule applies only to staff in service prior to that date until such time as the corresponding net base salary amounts exceed those in the scale of separation payments.

Appendix I (continued)

Pensionable remuneration for purposes of pension benefits and pension contributions

(In United States dollars)

Effective 1 November 1990

	Steps													
Level	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII	XIV	XV
S-7	106 311	108 863	111 269	113 766	116 320	118 931									
S-6	93 733	95 857	98 028	100 151	102 326	104 483	106 571	108 701	110 873						
S-5	83 208	85 115	86 940	88 801	90 729	92 516	94 421	96 618	98 585	100 430	102 310	104 225	106 175		
S-4	68 407	70 219	72 022	73 739	75 607	77 404	79 231	81 256	83 115	85 087	86 402	88 263	90 164	92 106	94 090
S-3	56 051	57 792	59 474	61 079	62 734	64 369	66 111	68 193	69 559	71 399	72 749	74 354	76 016	77 715	79 453
S-2	45 302	46 750	48 121	49 590	51 058	52 397	53 856	55 567	57 188	58 652	59 788	60 947			
S-1	35 525	36 744	37 824	38 925	40 139	41 228	42 533	45 669	46 978						

recommend to the Secretary-General the suspension of action on that decision; the Secretary-General's decision on such a recommendation is not subject to any appeal.

(g) At the duty station where the appeal is considered, the designated representative of the Secretary-General shall submit a written reply within two months following the date of receipt of the appeal.

(h) Proceedings before a Panel shall normally be limited to the original written presentation of the case, together with brief statements and rebuttals, which may be made orally or in writing, in one of the working languages of the Secretariat.

(i) A staff member may arrange to have his or her appeal presented to the Panel on his or her behalf by another serving or retired staff member. The staff member may not, however, be represented before the Panel by any other person.

(j) Where the competence of the Joint Appeals Board is in doubt, the Panel constituted for the appeal shall decide.

(k) In case of termination or other action on grounds of inefficiency or relative efficiency, the Panel shall not consider the substantive question of efficiency but only evidence that the decision was motivated by prejudice or by some other extraneous factor.

(l) The Panel shall have authority to call members of the Secretariat who may be able to provide information concerning the issues before it and shall have access to all documents pertinent to the case. Notwithstanding the preceding sentence, should the Panel wish to have information or documents relating to the proceedings of the appointment and promotion bodies in questions involving appointment and promotion, it shall request such information or documents from the Chairperson of the Appointment and Promotion Board, who shall decide on the Panel's request, taking into account the interests of confidentiality. The decision of the Chairperson is not subject to appeal. The chairperson of the Panel shall determine which documents are to be transmitted to all members of the Panel and to the parties.

(m) In considering an appeal, the Panel shall act with the maximum dispatch consistent with a fair review of the issues before it.

(n) Within one month of the date on which the consideration of an appeal has been completed, the Panel shall, by majority vote, adopt and submit a report to the Secretary-General. The report shall be considered as constituting a record of the proceedings in the appeal and may include a summary of the matter, as well as all recommendations that the Panel considers appropriate. Votes on the recommendations shall be recorded, and any member of the Panel may have his or her dissenting opinion included in the report.

(o) Within one month after the Panel has forwarded its report, the final decision on the appeal shall be taken by the Secretary-General and shall be communicated to the staff member, together with a copy of the Panel's report. The Secretary-General's decision and a copy of the Panel's report shall also be transmitted to a designated officer of the staff representative body or bodies at the duty station at which the Joint Appeals Board is established, except if the appeal was against a disciplinary action or if the staff member objects.

(p) To enable staff members to exercise their right to make an application to the Administrative Tribunal under article 7, paragraphs 2 (b) and (c), of its Statute, the Secretary of the Joint Appeals Board concerned shall, at the request of the staff member, communicate to him or her the report of the Panel, if the Secretary-General has not made a decision upon the report within a period of one month after the date on which the report was submitted to him.

Rule 111.3

(Cancelled)